

HOUSING REHABILITATION COORDINATOR

DEFINITION

To plan, direct, and coordinate the City's Housing Conservation and Loan Program. To supervise housing rehabilitation personnel. To provide advice and assistance to property owners regarding available housing rehabilitation loans. To perform related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Under general direction of the Building Official the Housing Rehabilitation Coordinator supervises technical and clerical staff in the rehabilitation program.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Develops City's operating procedures for rehabilitation program in conformity with local, state and federal regulations.
2. Assigns, trains, coordinates, and reviews work of housing advisors and clerical staff engaged in housing rehabilitation.
3. Maintains detailed tracking system for all projects.
4. Provides financial counseling to property owners relating to housing rehabilitation.
5. Processes loan documents.
6. Processes specifications for contractor bids.
7. Monitors construction contracts and projects approving payments based on satisfactory performance, property owner satisfaction, and code compliance.
8. Promotes Housing Rehabilitation Programs through contacts with community groups, other City departments, property owners, contractors, and outside agencies.

EXAMPLES OF DUTIES (continued)

9. Performs structural and code compliance analysis of prospective rehabilitation projects.
10. Prepares program budgets and monitors expenditures from rehabilitation program accounts.
11. Prepares regular status reports to the Public Works and Housing and Community Programs Departments.

QUALIFICATIONS

Knowledge, Abilities, and Skills

- A. Ability to read and interpret financial statements, title reports, and supportive data accompanying loan reports.
- B. Writing skill to prepare clear and concise written reports and keep accurate records.
- C. Ability to effectively supervise and instruct personnel.
- D. Ability to analyze work flow to maximize staff and financial resources.
- E. Knowledge of real estate financing principles, practices and procedures.
- F. Knowledge of State and Federal rules and regulations pertaining to subsidized housing rehabilitation.
- G. Knowledge of housing, building, electrical, zoning and plumbing codes, ordinances and laws.
- H. Knowledge of materials, methods, and standards of construction.
- I. Skill in dealing with City staff, the public, and outside agency representative.
- J. Ability to objectively administer eligibility requirements.

Licenses: Possession at time of hire of a valid Class III California Driver's License.

EXPERIENCE AND EDUCATION

Any combination of education and experience adequate to provide the required knowledge and abilities. A typical way to obtain the qualifications would be:

Experience:

Five (5) years of progressively responsible experience, including at least one (1) year in a supervisory capacity, in one or a combination of the following areas: as a loan officer, financial counselor, or application processor evaluation financial evaluating financial qualifications for real estate mortgage credit; as a housing advisor; as a constructions or housing inspector responsible for the full range of construction codes. (Note: real estate sales and transfers experience does not satisfy the above experience requirement.)

Education:

Education equivalent to completion of the twelfth grade is required. Attendance at a college or university with major coursework in finance, public or business administration, architecture, planning or urban design, psychology or sociology or closely related field may be substituted for up to two years of the non-supervisory experience on the basis of one equivalent full time academic year for nine months of experience.

Special: The ability to speak Spanish as well as English is desirable.

PROBATIONARY PERIOD: One year

662CS84

August 1979

June 1984

AAP GROUP: 15

FPPC STATUS: Designated

FLSA STATUS: Exempt

Wp: 06-11-84

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